

TE-4127 Rev. 06/05 AUTHORITY: Rule 390.1141 of the <i>Administrative Rules Governing the          Certification of Michigan Teachers</i> ; Section 1233(b) of PA 289 of 1995 Completion: Voluntary (Permit will not be approved if form is not filed.)	<b>MICHIGAN DEPARTMENT OF EDUCATION</b> <b>OFFICE OF PROFESSIONAL PREPARATION SERVICES</b> <b>P.O. BOX 30008</b> <b>LANSING, MICHIGAN 48909</b>	Direct questions regarding this form to (517) 373-6895.
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**APPLICATION FOR MICHIGAN TEACHER PERMIT**  
 (SEE INSTRUCTIONS ON THE REVERSE SIDE)

**SCHOOL DISTRICT/SCHOOL INFORMATION**

<b>District's/School's Legal Name</b>	<b>School Code Number</b>	<b>Telephone (Area code/local #)</b>
<b>District's/School's Address</b>	<b>City</b>	<b>Zip Code</b>

**TEACHER APPLICANT INFORMATION**

<b>Social Security Number</b>	<b>Date of Birth</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>	<b>Gender</b> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
<b>NAME</b>	<b>Last</b>	<b>First</b>	<b>Middle or Maiden</b>		
<b>ADDRESS</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>College/University Attended</b>					<b>Degree(s) Earned</b>
Has applicant ever held a Michigan Teaching Certificate?					<input type="checkbox"/> YES <input type="checkbox"/> NO
Has applicant ever held a teaching certificate from another state?					<input type="checkbox"/> YES <input type="checkbox"/> NO
Has applicant ever nullified a Michigan teaching certificate or endorsement?					<input type="checkbox"/> YES <input type="checkbox"/> NO
I agree to the submission of this application on my behalf      Applicant's Signature _____ Date _____					

**PERMIT/ASSIGNMENT INFORMATION**

<b>Type of Permit Requested</b> <input type="checkbox"/> Full-Year <input type="checkbox"/> Emergency (Rule 45) <input type="checkbox"/> Section 1233(b)	<b>Subject(s) to be Taught</b>	<b>Grade Level</b> <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School
Has applicant taught this school year? <input type="checkbox"/> YES <input type="checkbox"/> NO	If answer is "Yes," what date did applicant start teaching? _____	

**VERIFICATION OF SEARCH FOR A CERTIFIED TEACHER**

The position vacancy notice was posted at colleges/universities throughout Michigan for the current school year. <b>(check one)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
The position vacancy notice was advertised in the mass media (newspapers, websites, television, radio, etc.) for the current school year. <b>(check one)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
The position vacancy notice was posted on the Michigan Educator Talent Bank website for the current school year. <b>(check one)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
An emergency situation exists since an appropriately certified and qualified teacher is not available for the assignment. Failure to authorize this permit will deprive children of an education. <b>(check one)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**DISTRICT/SCHOOL CERTIFICATION**

*I certify under oath that the requirements for the requested permit have been met and that no appropriately certificated teacher was available at the time of the assignment.*

Subscribed and sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_

\_\_\_\_\_  
*Notary*

\_\_\_\_\_  
*Superintendent's/Chief Official's Signature*

In and for \_\_\_\_\_ County.

My commission expires \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
*Date*

**APPLICATIONS MUST BE SUBMITTED TO THE MICHIGAN DEPARTMENT OF EDUCATION BY DECEMBER 1 OR 30  
 CALENDAR DAYS AFTER EMPLOYMENT, WHICHEVER IS LATER. FAILURE TO SUBMIT THE APPLICATION BY THE  
 APPROPRIATE DEADLINE MAY RESULT IN A STATE AID PENALTY, AS REQUIRED BY SECTION 163 OF THE STATE AID  
 ACT. IN INSTANCES INVOLVING NULLIFICATION, A PERMIT MUST BE OBTAINED PRIOR TO PLACEMENT.**

## **INSTRUCTIONS FOR FORM TE-4127**

Permits authorizing an individual who is not appropriately certified and/or endorsed to teach in grades K-12 in a public school, public school academy, or private school are granted only to the local or regional/intermediate district or school, based on the recommendation of the superintendent/chief official. Please review the following permit regulations to assess a candidate's potential eligibility before submitting an application. Following this, complete each section of this form, attach the required documentation, and submit all information to the address on the front of the application form.

**PLEASE NOTE: ALL SECTIONS OF THE APPLICATION FORM MUST BE FILLED OUT COMPLETELY AND THE FORM MUST BE SIGNED BY THE SCHOOL OFFICIAL, TEACHER APPLICANT, AND NOTARY OR THE APPLICATION WILL BE RETURNED. A COPY OF THE CANDIDATE'S TRANSCRIPT OR MICHIGAN TEACHING CERTIFICATE MUST BE SUBMITTED WITH THE APPLICATION FORM. (ACADEMIC PROGRESS REPORTS, INTERNET TRANSCRIPTS, GRADE REPORTS, ETC., ARE NOT ACCEPTABLE.)**

### **CREDIT AND DOCUMENTATION REQUIREMENTS FOR EACH TYPE OF PERMIT**

**FULL-YEAR PERMIT:** Valid for teaching in a regular assignment for the entire school year.

**Minimum Credit Requirements:**

Completion of 120 semester hours of satisfactory college credit, including 15 semester hours of professional education credit, at an approved teacher preparation institution.

**Documentation Requirements:**

- Completed application form.
- An up-to-date transcript of credit completed, **OR** a copy of a current or expired Michigan teaching certificate.

**The full-year permit may only be renewed the following school year if the school district or school can again verify that it is unable to find a certified teacher, and the candidate has completed six additional semester credit hours toward appropriate certification.**

**EMERGENCY PERMIT:** Valid for teaching in an emergency situation for a specific period of time when the school district or school is unable to find an appropriately certified teacher or an individual who meets full-year permit requirements and the lack of a teacher will deprive children of an education.

**Minimum Credit Requirements:**

Completion of a baccalaureate or higher degree at a regionally or nationally accredited college or university, **OR** current enrollment and completion of at least 90 semester credit hours in an approved teacher preparation program.

**Documentation Requirements:**

- Completed application form.
- An up-to-date transcript of credits completed.

**SECTION 1233(B) PERMIT:** Valid for teaching computer science, a foreign language, mathematics, biology, chemistry, engineering, physics, or robotics, **in grades 9-12.**

**Minimum Requirements:**

- Possess an earned bachelor's degree from an accredited postsecondary institution.
- Have a major or graduate degree in the field of specialization that will be taught.
- Have not less than two years of occupational experience, in the five-year period immediately preceding the date of hire, in the field of specialization that will be taught (except for those teaching a foreign language).

**OR**

- The noncertified teacher is in a planned program and completing credit annually toward appropriate certification.

**Documentation Requirements:**

- Completed application form.
- An up-to-date transcript of credit completed.
- Documentation verifying work experience in the preceding five-year period (except for those teaching a foreign language).

**OR**

- Completed application form.
- Verification from an approved teacher preparation institution that the applicant is currently enrolled and completing credit in an approved teacher preparation program. (Please provide a copy of the applicant's planned program leading to teacher certification and verification of enrollment in that program.)

**The Section 1233(b) permit may be renewed the following school year without advertising for a certified teacher if the teacher is annually and continually enrolled and completing credit in an approved teacher preparation program leading to a provisional certificate, and he/she has passed both the basic skills and subject area examinations in the field of specialization being taught.**

**NOTE: PUBLIC ACT 339 OF 1988 MANDATES THE COLLECTION OF FEES FOR TEACHING CERTIFICATES AND PERMITS. THE ACT ESTABLISHED A \$25 FEE FOR TEACHER PERMITS. THE CANDIDATE WILL BE BILLED FOR THE \$25 FEE AFTER THE PERMIT IS APPROVED. *DO NOT SEND PAYMENT WITH THE APPLICATION FORM.***

**THIS FORM CAN BE DUPLICATED**